

**DISTRIBUTION
FACILITIES
MANAGER
GS-2030-12**

**AIRFIELD
SUPPORT**

INTRODUCTION

This position is located in the Facilities Management and Airfield Support Department, Naval Air Station, Lemoore, CA. The incumbent serves as the Airfield Support Division Officer. The Division provides receipt, storage, issue, shipment and physical control of material within the storage and pipeline distribution system.

The Airfield Support Division which is comprised of two branches. This position provides second level supervisor and overall management of the following functions.

Distribution Facilities:

- Receiving, storage, shipping and transportation of a complex variety of aviation spare parts and general store type consumables; highly classified material; critical items of high dollar value; hazardous flammable and bulk material; aviation repairable and internal distribution of U.S. mail.
- Hazardous Materials Munimentalization Center which stores, collects and discards of all hazardous materials on station.
- Packing, crating, and shipping operations.
- Inventory Accuracy Program

MAJOR DUTIES AND RESPONSIBILITIES

Fuels Distribution Facilities:

Plans, establishes, develops, analyzes, evaluates, revises, and administers the fuel delivery and material distribution and storage functions for NAS Lemoore. Also for the fleet customers; determines distribution facilities, storage space, manpower, material handling equipment, and related operating requirement; plans, establishes general work flow, methods, and schedules; determines overall work goals and standards of performance; is the responsible officer for the organization's distribution and storage program. Interprets and adapts agency instructions, regulations, policies, and procedures to fit the specific requirements of the supported customers; prepares internal instructions and regulations that govern the consolidated distribution and storage programs; and supported customers. Develops mid and long range plans concerning utilization of manpower, equipment, facilities, space, and other factors.

Serves as advisor on various technical aspects of fuel storage transportation management, and related programs; provides advice and service to fleet and tenant activities as well as to Station departments; serves as the Station liaison representative with Naval and Government activities and private concerns on matters related to Division functions and the distribution system. Evaluates and makes recommendations for agency and interagency supply projects.

Plans work to be accomplished by subordinates, determines priorities and assigns work based on priorities; provides advice, counsel or guidance to assure proper accomplishment of assigned tasks. Prepares written performance standards, appraises work being performed on a continuing basis and prepares performance ratings. Determines training requirements, develops training plans, conducts required training, and evaluates effectiveness of training. Promotes the participation of employees to programs such as Beneficial Suggestions and Cost Reduction. Interviews candidates for vacant positions. Makes recommendations for selection, promotion, detail, and/or reassignment.

Fuel Facilities

Administers and manages station fuels inventory. Determines, directs and procurement of bulk fuels and cryogenics. Provides Defense Fuel Supply Center (DFSC) necessary petroleum usage and procurement data. Responsible for financial management of approximately twenty million-dollar annual petroleum budget appropriation with financial allocation administered by Fleet Material Support Office (FMSO). Provides requirement data for input to General Services Administration (GSA) for contracts of cryogenic products utilizing funds allocated by FMSO. Sets policy, plans, implements and administers a comprehensive station petroleum operation including aviation fuel handling procedures. Establishes station policy, advises, correlates and transmits written and verbal requirements throughout the command. When new or unanticipated conditions develop, incumbent selects the course to be followed.

Directs the operation of the Division to provide a completely integrated petroleum supply operation consisting of: (a) mechanical operation and petroleum supply operation consisting of: (a) mechanical operation and operator maintenance of the entire fuel distribution and storage system; (b) inventory management of bulk liquids (i.e., receipt, storage and issue of bulk fuel and cryogenic liquids); (c) aircraft fuel delivery service from both mobile and fixed equipment; (d) inspection and quality control; (e) operation and maintenance of bulk liquid

oxygen and liquid nitrogen facility. Determines and initiates major repair and improvement projects to the fuel and cryogenics storage and distribution system. Directs maintenance and repair of petroleum distribution systems. Deals directly with squadrons and tenant commands in matters pertaining to administration and performance of military personnel assigned on temporary duty to the Fuel Division.

Incumbent evaluates and advises command of ramifications from proposed changes to equipment and facilities. Develops criteria for field-tests and recommends changes to facilities and equipment based on reports of malfunctions or failures. Investigates and directs fuel tests. Evaluates new designed components. Phase programs in and out. Provides management leadership to assure station wide fuels support. Serves as technical advisor and instructor in the proper operation, care, servicing and repair of equipment.

Provides technical assistance to activities within the CNRSW community pertaining to fuels operation and maintenance. Incumbent provides quality control evaluations of contractor and civilian managed fuel operations as required (e.g., NAS Fallon, NAS Alameda, NAS Whidbey Island, NAS Pt. Mugu, NAS Miramar) and informs commands through conferences, meetings, correspondence and reports. Counsels employees, adjusts informal and union representatives, initiates disciplinary action as needed. Ensures that employees observe regulations and rules on housekeeping, conduct and safety

Implements general and specific provisions designed to assure that policies to achieve management objectives in such areas as employee management relations and equal opportunity are effectively carried out. Assures equal opportunity for all persons, to prohibit discrimination in employment, development, advancement, and treatment because of race, color, religion, sex, or national origin. Promotes the full realization of equal employment, advancement, and treatment because of race, color, religion, sex, or national origin. Promotes the full realization of equal employment opportunity through continuous participation in the Station's Affirmative Action Program Plan for minorities and women with assertive efforts in the accomplishment of goals established to overcome under representation.

KNOWLEDGE REQUIRED BY THE POSITION (Distribution Facility)

Distribution Facility Operations:

Intense knowledge of the practices, techniques and work methods of the receiving and delivery, storage practices, packing and crating requirements, and shipping modes. Ability to analyze and

resolve a variety of situations pertaining to the day to day supply distribution.

Knowledge of transportation convenience (i.e.) tractor trailer (20 ton) stake truck (2 ½ ton) forklifts and other material handling equipment in order to effectively supervise use of equipment and insure compliance with safety rules and regulations.

Thorough knowledge of characteristics and hazards in receiving, storing, packing, shipping and handling highly flammable material, acids, explosives and radioactive material to legal requirements are met.

Comprehensive practical knowledge and understanding of Department of Defense, Supply logistics, Uniform Material Management Issue Processing System (UMMIPS), UADPS-SP procedures, Supply management concepts, principles, procedures, techniques and practices, their correlation within the departments and interface with other departments, activities, ICP/controlling agencies and type commanders is required to resolve complex technical problems resulting from variations and changes to normal procedures.

Ability to analyze and interpret a variety of data contained in written directives from higher authority, relate them to local operations and make decisions in cases not specifically covered by established guides or precedents.

Capability to logically develop and clearly convey thoughts via all means of communications in such form and manner as are most useful to operating or management personnel. Ability in exercise sound judgement, firmness, and foresight in making management decisions and allocating resources.

Fuel Distribution Facilities

Comprehensive technical knowledge of all phases of fuel operations, inventory control, material and financial management of a large bulk petroleum facility. Expert, specialized knowledge of aviation fuels handling equipment, storage, distribution and issue systems.

Ability to analyze and evaluate data and implement long and short range plans. Possess sound judgement in making seasoned and practical decisions and strong management skills.

Ability to solve complex problems independently and make immediate decisions. When new or unanticipated conditions develop, ability to select the course to be followed.

Expert knowledge of safety practices and ability to make decisions when specific procedures are not covered by existing guidelines, precedents, or instructions. Foresight in analyzing problems and taking or recommending action.

Knowledge of written state, federal and local government regulations and written guides, policies, and directives published by NAVAIRSYSCOM, OPNA , DFSC, NAVSUP, FMSO and other higher authority and the fuel industry. Ability to interpret and adapt guides to apply to local operations, setting policy, preparing instructions and informing station and other commands as technical expert.

Ability to read and interpret engineering drawings, blueprints, specifications, manual, etc., and skill in interpretation/application or requirements from state, federal, local authority.

GUIDELINES

Written guide include directives and policies published by NAVSUP, NAVAIRSYSCOM, DFSC, FMSO, NAVCOMPT, CINCPACFLT, COMNAVAIRPAC, cognizant, fuel, and inventory control points, state, federal and international regulations and other higher authority. Guides are broadly state/non-specific and must be adapted to NAS Lemoore; guides frequently state only what is to be accomplished and do not provide definitive instructions on how it is to be accomplished.

COMPLEXITY

Work involves a vast knowledge of technical and complex fuel functions, systems, operations and safety process an integrated supply and transportation system to inventory accountability, material handling requirements and fleet support are maintained. Work is complex and requires innovative thinking, and novel solutions. Requires exceptional ingenuity, and seasoned judgement to analyze, develop, and/or modify procedures and techniques or devise problem resolutions to accommodate change in missions and goals.

SCOPE AND EFFECT

Solutions and procedures developed have a pronounced, direct effect on a wide range of processes are vital to the mission of the Naval Air Station, and directly impact on fleet operational readiness.

PERSONAL CONTACTS

Initiate and maintain effective personal contacts and relationships with representatives of NAVSUP, Naval Supply Centers, Naval Air Stations, Fleet and Type Commanders, Inventory Control Points, GSA, DLA, commercial tenders, and personnel in all departments within NAS Lemoore.

PURPOSE OF CONTACTS

To consult with, influence, motivate, and provide advisory service to various individuals and groups relative to storage and materials handling, transportation management, hazardous material, and related programs; coordinate on interpretation and changes needed to implement externally tasked procedures locally; submit views and recommendations on Level-II air station logistics support transportation procedures, compromise/alternative.

SUPERVISORY CONTROLS

Reports directly to the Department Head. Supervision is general and consists of outlining station and department policy. Incumbent makes commitments and takes action as required limited only by the policies of the Department Head, the objectives of the command and the requirements of higher authority. Incumbent works in an area physically remote from the supervisor.

In authorized to make financial commitments for the Department of approximately 20 million dollars annually.

PHYSICAL DEMANDS

Although the work is mostly sedentary, occasional stooping, standing, and lifting are required. Occasional travel is required.

WORK ENVIRONMENT

Work is usually performed in an office setting. May occasionally be exposed to extreme temperatures, loud noise and noxious smells.

A security clearance is required.